

Frequently Asked Questions (FAQs) DC-BETA SBA Subgrant FY2013

1. **Question:** When is the extended deadline for the Request for Application (RFA)?

Answer: The extended deadline for the RFA is **Thursday, September 27, 2012 at 5:00 p.m. (EST)**.

2. **Question:** How much is the subaward? How many are available?

Answer: The subaward amount is \$68,000.00. Only one subaward will be awarded.

3. **Question:** How many applications can an applicant submit to this grant opportunity?

Answer: There is no limit to the number of responses that can be submitted; however, it is preferred that applicants limit their responses to two. It is more important to submit one strong application than multiple applications.

4. **Question:** Can organizations that are *not* nonprofits apply to this grant opportunity?

Answer: Only nonprofit organizations that i) are established in the District of Columbia and ii) provide the documentation requested in the RFA are eligible to apply to this grant opportunity.

5. **Question:** When will OCTO announce the organization awarded the subgrant?

Answer: OCTO will notify the successful applicant around October 8, 2012.

6. **Question:** Will unsuccessful applicants be notified if they did *not* win the subaward?

Answer: Yes, applicants that submitted responses but were unsuccessful will be notified around October 8, 2012.

7. **Question:** Is match funding required to submit a response?

Answer: Yes, a match of 10 percent (monetary or in-kind) *is required* and must be documented in an applicant's response.

8. **Question:** Is attendance at the Pre-Application Workshop mandatory to submit a response to this grant opportunity?

Answer: Attendance at the Pre-Application Workshop is not mandatory but strongly encouraged.



9. Question: When and where is the Pre-Application Workshop?

Answer: The Pre-Application Workshop took place on **Friday, September 7, 2012**, from 1-3 p.m. The workshop was located at 300 E Street, NW, Washington, DC 20001, in the grant conference room. The attendance of this workshop was not mandatory for this subgrant application.

10. Question: What is a CCR?

Answer: All applicants must provide a Central Contractor Registration Requirement (CCR). The CCR is a database of businesses that wish to do business with the U.S. Federal Government. A CCR is *required* whether an applicant is submitting a paper application or submitting an application electronically. A CCR number may be acquired online at <http://www.SAM.gov> or by calling toll-free at 1-866-606-8220.

11. Question: Where can I acquire DUNS number?

Answer: A DUNS number may be acquired at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or you may request a number online at <http://www.dnb.com>. A DUNS number is *required* for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs.

12. Question: What qualifies as a small business?

Answer: According to the U.S. Small Business Administration (SBA), “there is not a magic number that defines a small business, whether it be size or income.” For the purposes of this subgrant and based on some of the loan requirements for the SBA, OCTO defines its small business audience as a business with maximum gross of \$250,000 each year, and employee size of 20 people or less, and start-up companies with start-up funds less than \$250,000.

OCTO wants applicants to write responses to engage small and start-up business that are *unsigned* broadband adopters who would benefit from using technology more effectively. Some examples used during the Pre-Application Workshop include, but are *not* limited to: website development, hardware and software, and social media. Applicants *must* describe how the required trainings will help participants advance their businesses using technology and broadband adoption.



13. Question: Are the small businesses limited to for-profit organizations only?

Answer: No, the definition of small business is *not* limited to for-profit organizations only. However, OCTO would prefer that the training workshops target small and start-up businesses that provide some sort of services or goods.

14. Question: Are applicants permitted to collaborate or partner?

Answer: Yes, OCTO encourages collaboration and partnership. Responses that demonstrate a high-level of collaboration and partnership are recommended. All partner organizations should be named in the subgrant application.

15. Question: How many training workshops will the subgrantee need to provide to satisfy the subgrant requirement?

Answer: The subgrantee will be required to provide a minimum of 10 training workshops through July 31, 2013 (the end of the subgrant) and two of the trainings must be online.

16. Question: How does the online training factor into the applicant delivering the training workshops to the target audience?

Answer: The online training offers an opportunity to speak to a wider audience of small and start-up business owners. It also ensures that training workshops incorporate an element of technology in meaningful and useful way to new adopters. Additionally, online trainings provide an opportunity to capture unsigned business adopters who often use gadgets (e.g. mobile phones, tablets, laptops, and iPads) to access the Internet in their personal lives.

17. Question: How many unsigned adopters will the subgrantee need to connect to the Internet and hardware?

Answer: The successful applicant is required to conduct strategic outreach to at least 150-200 unsigned adopters; and enroll between 18-24 small and start-up business adopters that complete the training. At least 80 percent of the enrolled businesses must be participants from the training workshops.

18. Question: Who will be on the review panel?

Answer: The review panel will consist of 3-5 members. OCTO seeks panel members that have small business acumen and/or technology expertise in Digital Inclusion efforts around the District. The panel could have a minimum of three OCTO staff; however, the OCTO is actively seeking panel members from outside of OCTO.



19. Question: Does it matter what hardware or Internet supplier an applicant selects in the response?

Answer: Based on the requirements from OCTO's grant with NTIA, a successful applicant must use a competitive bid process for any service that is procured using the subgrant funds. In the response to the proposal, applicants are not required to specify which computers or Internet providers they will use but can provide examples.

20. Question: Will the subgrantee receive an upfront payment for the entire grant funds?

Answer: No, the awarded subgrantee will *only* receive a reimbursement for funds spent to execute the project. Within 30 days of receipt of proper and accepted documentation (e.g. evidence of open free and competitive procurement, receipts, paid invoices, etc.), the subgrantee will receive reimbursement for work performed.

21. Question: Can the subgrantee be reimbursed for work performed prior to the signed Notice of Agreement (NOGA)?

Answer: No, the subgrantee will not be reimbursed for any work that is undertaken before the NOGA is signed by both parties. Similarly, no reimbursement will be made for any work performed after July 31, 2013.

Note: If there are any questions not addressed in the list, contact us at octosubgrants@dc.gov or (202) 478-5960 for additional clarity. OCTO also reserves the right to update these questions without notice.

